

Mt. Carmel Community Academy

9610 East 42nd Street
Indianapolis, Indiana 46235

Office (317) 890-2740; Classroom Line (317) 890-2740 ext 33; Fax (317) 890-2760

"Enriching Young Lives Through Faith, Play and Exploration"

Child's Legal Name _____
First Middle Last

Child's Date of Birth _____ Present Age _____ Sex _____

Mother's Name _____ Social Security Number _____

Mother's: Address _____
Street City State Zip

Where Employed _____
Address Work Hours

Telephone _____
Home Work Cell

Father's Name _____ Social Security Number _____

Father's Address _____
Street City State Zip

Where Employed _____
Address Work Hours

Telephone _____
Home Work Cell

Authorized Person(s) Other Than Parent to Which Child May Be Released In Case of Emergency

Name Address Home/Cell Phone

Name Address Home/Cell Phone

Name Address Home/Cell Phone

Name Address Home/Cell Phone

Student Emergency Contact Information:

Student's Name _____

Date of Birth _____

Sex _____ Race _____ Birth Marks _____

Mother's Name _____

Address _____

Home Phone Number _____ Work Phone Number _____

Cell Phone _____ Other _____

Father's Name _____

Address _____

Home Phone Number _____ Work Phone Number _____

Cell Phone _____ Other _____

Whom does the child live with? _____

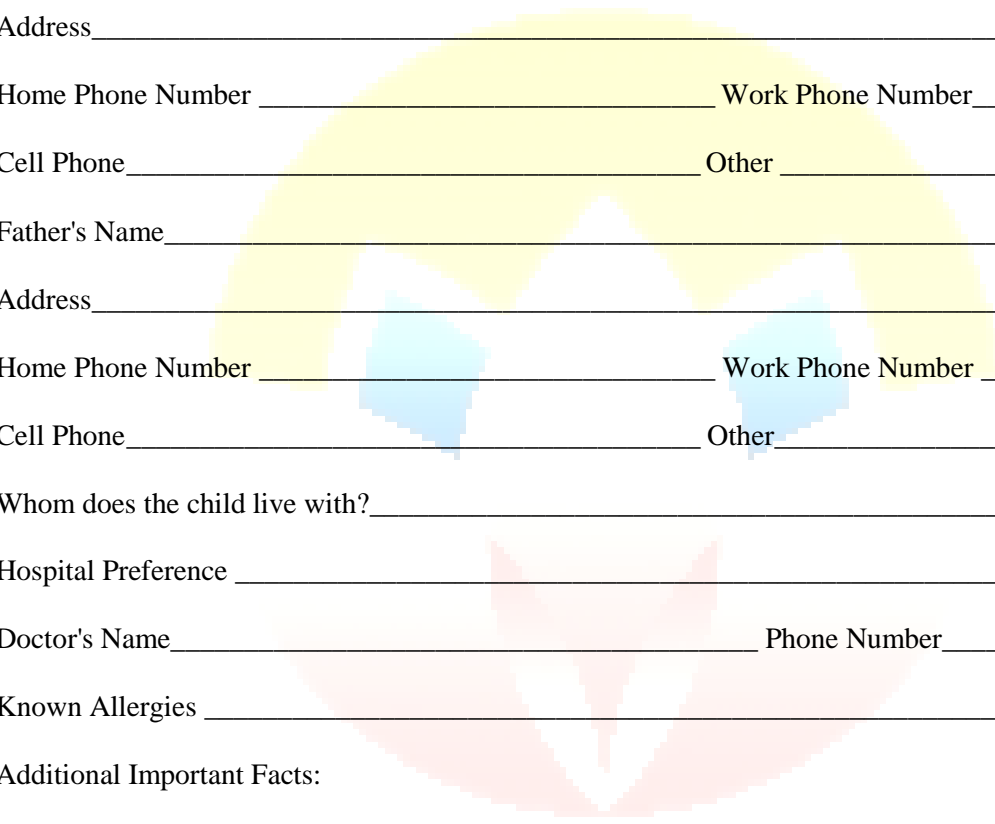
Hospital Preference _____

Doctor's Name _____ Phone Number _____

Known Allergies _____

Additional Important Facts:

Emergency Contacts:



MR. CARMEL COMMUNITY ACADEMY

PROGRAM DESCRIPTION

Mount Carmel Community Academy provides a developmental appropriate program for all children. Weekly lesson plans are posted for parents' review along with the weekly nutrition menu. Children are thought to actively learn through exploration; becoming familiar with the roles of people in their community and things in their environment. This program creates hands on, real life and discovery concepts through play. Caregivers serve as facilitators to enhance the children's imagination and abilities through encouragement and learning tools.

HOURS OF OPERATION

Mount Carmel Community Academy is open from 6:30 a.m. to 6:00 p.m. Monday through Friday, excluding breaks for observed holidays.

POLICY ABOUT CHILDREN LEFT AFTER CLOSING TIME

Children are expected to be picked up by closing time. A charge of \$1.00 per minute will be assessed per child to any family picking a child up after 6:00pm (closing time). If any child is not picked up within 30 minutes after closing time, Protective Services will be contacted. Late fees must be paid in full before your child can return to this program.

AUTHORIZATION FOR CHILD'S RELEASE

Children will be released only to a parent or persons named by parent. Parents or persons named by parent must make sure that a staff member is of the child's arrival and departure.

ID is required

Your child should be signed in and out daily by parent or designated part to ensure safety

Your child will not be released to anyone under the influence of any controlled substance. Please be advised that if you or your authorized pick up person is in violation of this policy, the proper authorities will be notified and your child/children will not be released into his/her care.

COURT ORDERS

If a court order exists preventing a particular individual from having contact with your child, the center shall comply with that order. There should be a copy of the court order in the child's file.

ATTENDANCE POLICY

Students must be in attendance by 9:00am. If your child will be late for any reason, please call the center to let the director know. Our daily meal counts rely on the students being present at the time of the count. No child or children will be allowed to attend the center for the day, during or after lunch is served; unless accompanied a note and excused by the director.

FIELD TRIP PERMISSION

I give permission to Mount Carmel Community Academy to take my child on trips outside the center by bus, van, car or on foot.

PARENT/GUARDIAN SIGNATURE _____

EMERGENCY CARE PERMISSION

In case of accident or illness, I give permission to Mount Carmel Community Academy, to take my child to the nearest hospital for treatment. I will pay all reasonable expenses for medical care.

PHYSICIAN'S NAME _____ **PHONE** _____

Address _____

DENTIST NAME _____ **PHONE** _____

Address _____

HOSPITAL PREFERENCE _____

List Any Other Medical Conditions: _____

EMERGENCY MEDICAL AUTHORIZATION

I agree, and by my signature give consent, that in case of an accident, injury or illness of a serious nature, my child will be given emergency medical care. I understand that I will be contacted immediately, or as soon as possible should I be away from the phone numbers given with this application.

COMMUNICABLE ILLNESS POLICY

Children who are ill will not be allowed to attend the program with any communicable illness such as measles, mumps, strep throat, chicken pox, etc. If your child becomes ill while at the center, you will be contacted to pick up your child. If you cannot be reached, someone from your emergency contacts will be contacted. Your child may not return to the center until he/she is symptom free for 24 hours. Medical clearance must be submitted upon return. All medication must be approved and authorized by a doctor in writing, in order to be administered by the director/assistant director. Over-the-counter medicine may not be administered if doctor's letter with signature is not presented or posted in the child's file.

DISCIPLINE POLICY

The childcare center uses a positive disciplinary approach with children. The director or employees of this program shall not use corporal, or other cruel, harsh, or unusual punishment towards any child. Children are informed of any inappropriate behavior and what is expected. They are redirected to more constructive activities, or allowed to spend some quiet time to themselves in an area designated in the classroom if needed. Disciplinary problems will be addressed with parents and documented in the child's record. A parent conference maybe requested, if your child is consistently having disciplinary problems. Disciplinary problems that have not been resolved may result in disenrollment of your child.

PARENT CONFERENCES

Parent-teacher conferences will be scheduled as needed. A parent may request such a conference at any time. In addition, teachers are always available for on-going communication and parents are always welcome at anytime to observe our program.

POILCY ABOUT REPORTING SUSPECTED CHILD ABUSE

The child care center is required by law to report any suspected child abuse or neglect to Child Protective Services.

CONFIDENTIALITY POLICY

All information pertaining to admission, health, family, or discharge of a child is confidential.

POLICY ON ALCOHOL, TOBACCO, FIREARMS, ILLEGAL SUBSTANCES

The use of tobacco, and use or possession of alcohol, illegal substances and firearms is prohibited.

Parent Signature _____ Date _____

LIABILITY WAIVER:

I _____, being the parent or legal guardian of the child listed above, am aware of the my child will engage in physical activities indoors and outdoors and do hereby give my permission for my child to participate in extracurricular and physical activities while in the care of MCCA. I am aware of the nature of these activities including outdoor play and the use of the outdoor playground equipment. I understand the inherent dangers and risk associated. I agree to assume these risks and hereby release from liability and agree to hold harmless the Mt. Carmel Community Academy, its Advisory Board and members, its affiliates, employees, staff, volunteers and other representatives associated with this activity. I also give my explicit permission to the sponsoring adult(s) to administer first aid and to seek and obtain further emergency medical treatment for my child as deemed necessary.

Parent Signature _____ **Date** _____



MT. CARMEL COMMUNITY ACADEMY

Mount Carmel Community Academy
Financial Terms and Conditions

Enrolling Child _____

I agree to pay each week on the first day my child attends a Weekly Tuition fee as stated below. If tuition is not paid prior to the close of business on the first day of attendance, a Late Payment fee, as stated below, will be added to my child's tuition daily.

I agree that if my child is absent one week or more for illness, I will notify Mount Carmel Community Academy of my child's status, daily if possible. I will also submit a written Doctor's excuse upon return. Upon compliance with this policy, my child's tuition fee will be discounted for that week. Failure to submit this information will forfeit this discount.

I agree to pay any Late Pick-up fee that I may be charged, as stated below, per child, for each period my child is not picked up from the Center after the time stated in the application. Fees are doubled if not paid on due date given by staff member.

I agree to pay a NSF Check fee for any check that is returned. Mount Carmel Community Academy will then have the option to refuse any further payments by check.

In case of withdrawal of my child from the Center, I agree to give the Center one week's notice prior to withdrawal. Failure to do so will result in one additional week's tuition becoming due.

If written notification of an impending vacation is given 30 days in advance, no tuition is due for that one week. **YOU ARE ONLY ALLOWED ONE UNPAID VACATION PER YEAR.**

A multi-child discount will be given to families with two or more children attending the Center, as stated below.

Legal authorities may be contacted for children left at the center more than an hour after closing time of the Center.

FEE SCHEDULE:

Certification: I understand that this agreement is subject to change by Mount Carmel Community Academy with two week's notice. I certify that I have read and understood the information contained in this agreement. I agree to the **FINANCIAL TERMS** and to the **FEE SCHEDULE** listed above.

Parent's Signature _____ **Date** _____

*** Application must be completed in detail or will be returned***

HEALTH EXAMINATION

A health examination including immunizations is required for each child within the 1st month of admission to the childcare center. Childcare services must be terminated if a health form is not returned within the above stated time period. Health examinations are to be repeated annually for children two years of age.

ADMISSION POLICIES

Mount Carmel Community Academy shall accept only children who are at a stage of growth and development that enables them to benefit from its program, and for whose age level the center is staffed and equipped to provide care.

Mount Carmel Community Academy shall not admit or maintain any child whose needs it obviously cannot meet or whose behavior would be dangerous for other children in the center. Explicit, documented reasons for refusal to admit or provide care to a child shall be provided in written form to parents and all parties involved.

There shall be no discrimination on the basis of race, color, religion, sex, national origin or handicap.

REGISTRATION FEE

This fee is non-refundable. There is a registration fee of \$25 per family. This fee is due at the time of Application. All Mount Carmel Church members will receive a discount registration fee in the amount of \$5.

CURRICULUM/WORKBOOK FEES

This fee is non-refundable. This fee covers a portion of the cost of curriculum needed for the instruction of your child. This fee is due at enrollment. Curriculum Fee: \$35 per child

SCHOOL SUPPLIES

School supplies are provided by parents and are indicated by the center's director or your child's teacher.

PAYMENT PLAN

Payment is due on Monday of every current week when paying weekly, the first Monday in a two week period when paying semi-monthly, or the first of the month when paying monthly. Discounts will be given at the discretion of the director of finance manager. **Late charges will be added to a delinquent account daily.**

MEAL PLAN

Breakfast will be offered to children who are in attendance at the childcare center before a.m. A morning snack, lunch and an afternoon snack will be served daily. We are prohibited by the Board of Health regulations to accept foods or snacks being brought into this facility by child or parent.

School Uniforms

Uniform Requirements - All students ages 3-5 are required to wear a uniform.

Tops: White or Navy (*Solid Colors Only - No logos or stripes*)

Bottoms: Navy or Khaki (*No Denim*)

Shoes: Closed toe shoes only (*No Sandals*)

If your child is out of uniform, they may be given an appropriate MCCA appropriate uniform to wear for the day. Upon leaving the center, your child will be asked to return their assigned uniform to the teacher.



Mt. Carmel Community Academy

Supply List

For Your Child's Files

- Birth Certificate
- Shot Record
- Physical Form (signed by Physician) Picture (4x6 or larger)

2 Years

- Change of clothing (including underwear and socks)
- Wipes
- Pampers/Pull Ups/Training Pants/Underwear
- Blanket for naptime (pillow)

3 Years – 5 Years

- Change of clothing (including underwear and socks)
- Wipes
- Blanket for naptime (pillow)

Mt. Carmel Community Academy

Parent -Student Evaluation

Family Structure

Describe your family that lives in the home, (include: brothers, sisters, grandparents, etc.)

Family Culture

What is your family ethnic or cultural background? _____

How do you identify yourself? _____

What languages are spoken in your home? _____

How comfortable are you with speaking English? _____

What traditions or holidays does your family celebrate? _____

What values do you teach your child/children at home? _____

What values are you hoping we would emphasize? _____

What kinds of songs, stories, rhymes and toys does your family use to celebrate your traditions?

What heroes and/or celebrations would you like for us to add to our curriculum?

Does your family celebrate birthdays and holidays? _____

Would you like to come in and share cultures that you celebrate with the class?

Biting Policy

Effective Date: 6/18/2014

A child biting another child is one of the most common and most difficult behaviors in group childcare. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings.

For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

No matter what the cause, biting in a group situation causes strong feelings with all involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur. The staff of the Center, after consulting child care experts and manuals, has developed the following plan of action to be used if and when biting occurs.

Before biting occurs:

1. Discuss the issue of biting with all parents at the time of enrollment.
2. Distribute written policy to all families and include the written policy in the enrollment packet.

When a child is bitten:

For the biter:

1. The biter is immediately removed with no emotion, using words such as “biting is not okay – it hurts.” Avoid any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
2. The biter is not allowed to return to the play and is talked to on a level that the child can understand. “I can see that you want that truck, but I can’t let you hurt him. We don’t put our teeth on people.” Or “That hurts Johnny when you bite him, he is sad.”
3. Redirect the child to other play.
4. Write an accident report and notify the parents of the biter.

For the victim:

1. Separate the victim from the biter.
2. Comfort the child.
3. Administer first aid.
4. Write an accident report and notify parents of the victim (in writing).

If biting continues:

1. Room staff meet with the director on a routine basis for advise, support and strategy planning.
2. Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Let all parents know that there is a problem and the procedures that will be followed to deal with it.
4. “Shadow” children who indicate a tendency to bite:
 - Head off biting situations before they occur.
 - Teach non-biting responses to situations and reinforce appropriate behavior.
 - Adapt the program to better fit the individual child’s needs.
5. “Shadow” children who have a tendency to be bitten:
 - Head off biting situations.
 - Teach responses to potential biting situations: “No” or “Don’t hurt me!”
6. Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
7. Hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations as needed.
8. Consider early transition of a child “stuck” in a biting behavior pattern for a change of environment, if developmentally appropriate.
9. Prepare the parents of the biting child for the possibility that the child may have to be removed from the Center and help them to make contingency plans.
10. If it is deemed in the best interest of the child, center, and other children, termination of the child from Center enrollment for the duration of the biting stage may occur. Written warning will be given to the parents before this action will be taken.

Mt. Carmel Community Academy will not accept any form of violence from its students: fighting, hitting, kicking, biting, hair pulling, etc. If a child has 3 documented incidents the parents will be notified and the child will not be allowed to return to Mt. Carmel Community Academy.

Biting Policy

Effective 8/16/2014

Please sign below that you have received a copy of Mount Carmel Community Academy's Biting Policy and return to your provider.

Parents Signature _____ Date _____

Thank you,

Jasmine Riley
Director



Mt. Carmel Community Academy